

Workgroup Updates & Presentations to Executive Committee and/or Task Force

Instructions for keeping presentations uniform and consistent:

1. Both Co-Chairs should be available for presentations to EC if at all possible; where possible the co-chair representing the respective group should deliver the remarks with the other co-chair supporting and offering comment as appropriate
2. Each presentation should include:
 - a. Short summation of the issue to be presented:
 - b. List of information that will be or is being considered
 - c. Where consensus and/or division is being expressed
 - d. Options that will likely emerge in recommendations
3. Entertain questions from the members
4. Chair to entertain questions/opinions from members of the audience